



INDIANA STATE BOARD OF EDUCATION

143 W. Market Street
Indianapolis, IN 46204

To: Indiana State Board of Education
From: Michelle McKeown
Date: May 7, 2013
RE: Board Staff Job Descriptions

Per the request from Board member Cari Whicker, attached please find revised job descriptions for the staff of the State Board of Education.

STATE BOARD OF EDUCATION STAFF MEMBER JOB DESCRIPTIONS

Robert Guffin, State Board of Education Executive Director (“Executive Director”)

The Executive Director of the State Board of Education (“SBOE”) shall have the following duties:

- Act as the liaison between the SBOE and the Indiana Department of Education (“IDOE”);
- Handle logistical, administrative and technical duties for the SBOE, including the SBOE website and SBOE meetings;
- Work with IDOE staff to create board agendas and meeting materials in advance of each board meeting;
- Compile and monitor the accuracy of the documents and other materials needed for Board agenda items;
- Act as an advisor to the SBOE on special education and other underserved populations;
- Respond to requests for technical support from SBOE members during and between SBOE meetings;
- Serve as the appointing authority for purposes of Indiana Code 4-2-6 and 42 IAC (ethics and conflicts of interest);
- Conduct educator outreach and engagement;
- Execute and deliver any documents on behalf of the SBOE related to matters that require SBOE action, including hearings and adjudications;
- Consistent with the laws and regulations administered by the Indiana Department of Administration (“IDOA”) and the Office of Management and Budget (“OMB”); and subject to review for form and legality by the Office of the Indiana Attorney General (“OIG”), has the authority to negotiate the terms of any contract or amendment to any contract, including the scope of work or description of deliverables, and execute any contract or amendment to any contract that does not exceed \$75,000 to be spent prior to the stated termination date of the contract or amendment in furtherance of projects or programs that have been approved by the SBOE. Any contract that exceeds \$75,000 to be spent prior to the stated termination date of the contract or amendment shall require the express approval of the SBOE. For the purposes of this grant of authority, the terms "contract" and "amendment" also include any Memorandum of Understanding, Memorandum of Agreement, other such agreement or amendment thereto;
- Direct work of General Counsel; and
- Perform any other duties as specifically requested by the SBOE.

The Executive Director has the authority to delegate any function, authority or task to any person as he may deem necessary or desirable to effectively perform his duties or tasks for the SBOE.

Michelle Gough McKeown, State Board of Education General Counsel (“General Counsel”)

The General Counsel of the SBOE shall have the following duties:

- Provide legal support and analysis to the SBOE as a separate legal entity;
- Provide legal support to SBOE members and the Executive Director during and between SBOE meetings;

- Initiate rulemaking and manage the rulemaking process on behalf of the SBOE, including engaging technical experts and stakeholders, managing the public hearing process and signing rule document submissions;
- Represent the SBOE in all interactions with the Office of Attorney General, and other state, federal and local agencies;
- Advise the SBOE and individual SBOE members regarding Open Door Law and Access to Public Records Act;
- Serve as the SBOE Public Records Coordinator for Access to Public Records Act requests;
- Represent the SBOE in all interactions with the Public Access Counselor;
- Manage legal staff as needed for SBOE matters, including hearings and adjudications;
- Consistent with the laws and regulations administered by the Indiana Department of Administration (“IDOA”) and the Office of Management and Budget (“OMB”); and subject to review for form and legality by the Office of the Indiana Attorney General (“OIG”), has the authority to negotiate the terms of any contract or amendment to any contract, including the scope of work or description of deliverables, and execute any contract or amendment to any contract that does not exceed \$75,000 to be spent prior to the stated termination date of the contract or amendment in furtherance of projects or programs that have been approved by the SBOE. Any contract that exceeds \$75,000 to be spent prior to the stated termination date of the contract or amendment shall require the express approval of the SBOE. For the purposes of this grant of authority, the terms "contract" and "amendment" also include any Memorandum of Understanding, Memorandum of Agreement, other such agreement or amendment thereto; and
- Performs any other duties as specifically requested by the SBOE.

The General Counsel has the authority to delegate any function, authority or task to any person as she may deem necessary or desirable to effectively perform her duties or tasks for the SBOE.

Claire Fiddian-Green, State Board of Education Technical Advisor (“Technical Advisor”)

The Technical Advisor to the SBOE shall have the following duties:

- Manage communications and public relations on behalf of the SBOE;
- Answer requests for technical support from SBOE members during and between SBOE meetings;
- Provide technical advice to the SBOE and its members regarding common core standards, assessments, Indiana’s School Accountability System (the A-F Model), strategic planning, staffing, and other issues upon request;
- Manage fiscal reviews of SBOE expenditures;
- Communicate with the IDOE as it relates to SBOE matters;
- Engage with stakeholders and community representatives on SBOE matters; and
- Perform any other duties as specifically requested by the SBOE.

The Technical Advisor has the authority to delegate any function, authority or task to any person as she may deem necessary or desirable to effectively perform her duties or tasks for the SBOE.

The SBOE is committed to ensuring that the SBOE works cooperatively and productively with the Superintendent of Public Instruction and IDOE, and for this reason, instructs SBOE staff to work closely with IDOE staff as necessary to ensure that the work of the SBOE and IDOE are coordinated for the benefit of Indiana students, teachers, administrators, schools and communities.